

REQUISITION FOR SUPPLIES, EQUIPMENT OR SERVICE 25X1A6A		FOR SERVICES USE ONLY REQUISITION NO. 982 APPROVED BY 52 3574				
NOTE.—See Instructions on Reverse Side		Page 1 of 1 pages				
DELIVER TO Property and Supply Officer, [redacted]		THIS DATE 26 June 1952				
I certify that the quantities or items and/or services itemized below have been received in serviceable condition except as otherwise noted.		OFFICE				
(Date)		(Signature of recipient)				
RE		ACCOUNT NO. 210 CHARGE ALLOTMENT NO. 6604				
ITEM NO.	STOCK NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.		It is requested the electricians furnish and install one 220 electric line running from main control panel in store room to 1½ ton air conditioning unit second floor.				
EXPEDITE						
FOR SERVICES USE ONLY						TOTAL,
REQUISITION NO.	REQUISITION DATE	OFFICE	REQUISITIONED BY			
SHIPPED BY—						SERVICES AUDIT
FILL BY	CHECK BY	DEL BY	<input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS	<input type="checkbox"/> MAIL <input type="checkbox"/> PARCEL POST	GOV. B/L NO.	DATE BY

INSTRUCTIONS

Complete this form with typewriter only. The number of copies required and the addresses for various types of requisitions are contained in Administrative Instruction

FOR SERVICES USE ONLY

REMARKS:

ITEM NO.	PROGRESS			STOCK	VENDOR	PROC. DOC. NO.	DUE DATE	FOLLOW-UP						DATE RECEIVED
	1	2	3					1	2	3	4	5	6	
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3228

21 May 1952

Chief, Bldg. Maintenance & Util. Division
218 Central Building
Acting Chief, Administrative Staff, ORR

Quieting Noise in 1300 Wing "M" Building

1. It is requested that a carpet or mat be provided for the 1300 Wing "M" Building.

2. This is the most used corridor in "M" Building. It is the main artery between "M" and "Q" Buildings. It is also the wing used to get to the "Q" Cafeteria, and as a result of the number of people who travel this route daily, the noise, mainly by walking, makes it almost impossible to run an efficient office in this wing.

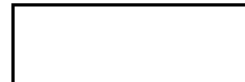
3. Anything that can be done to alleviate this situation will be appreciated.

4. Please expedite.

FOR THE ACTING CHIEF, ADMINISTRATIVE STAFF

25X1A9A

S/Ad/RR: [] jd
21 May 1952



25X1A9A

Distribution:

Orig & 1 - Addressee
2 - S/Ad/RR

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130055-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 2 September 1952

FROM : Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of July 1952.

Telephone Service Bill	\$23,308.93
Long Distance Bills	7,275.80
	1,157.24
T.T. Channels, L.L.'s, P.L.'s and TWX	1,630.82
Miscellaneous	320.00
	<u>\$33,692.79</u>

2. The following additional information is submitted for the month of July 1952.

- a. Total number and cost of outside local calls placed over switchboard,
 No. of calls - 166,325 Cost - \$5,823.38
- b. Non-recurring installation charges for station equipment --- \$798.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$248.62
- d. Non-recurring move or relocation charges for station equipment already in use --- \$606.00

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of August 1952.

Total Hours -- None

Estimated Cost - None

4. Also, listed below are estimated amounts for services to be rendered during the month of August 1952.

25X1A

Telephone Service Bill	\$24,000.00
Long Distance Bills	9,000.00
<div data-bbox="505 506 1218 548" style="border: 1px solid black; width: 439px; height: 20px;"></div>	1,500.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	500.00
	<u>\$37,000.00</u>

5. A total of 101 requisitions for services were processed by this Branch during the month of August 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 363 unused branch lines

25X1A

25X1